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| Active Classroom Workshop |
| Google Docs |
| Tutorial for Google Docs |
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| **K Spencer** |
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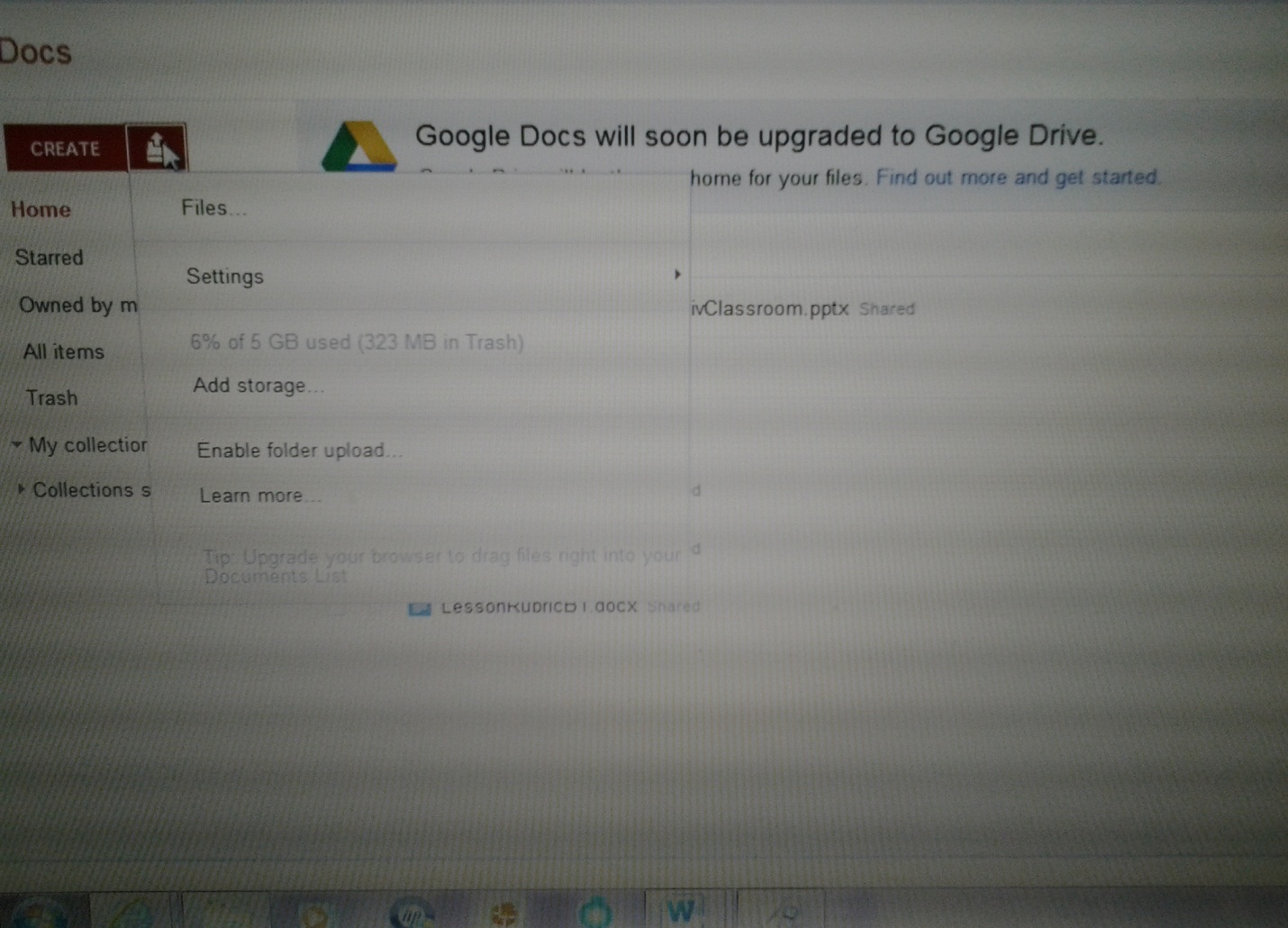
1. Create a Google account. Sign into your account.
2. At the top of the screen you will select documents.



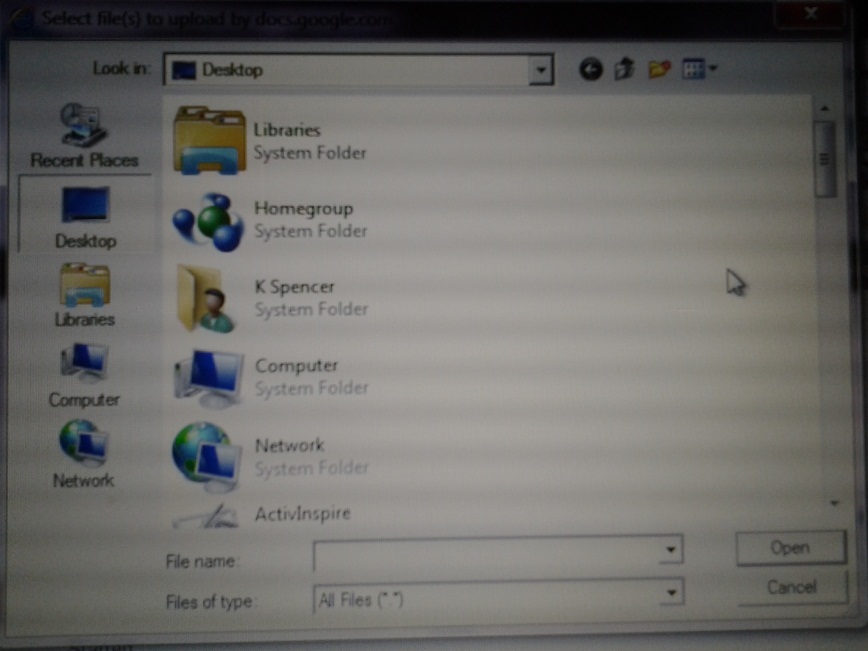
1. To upload documents that you have created; you will select the upload button located next to create.

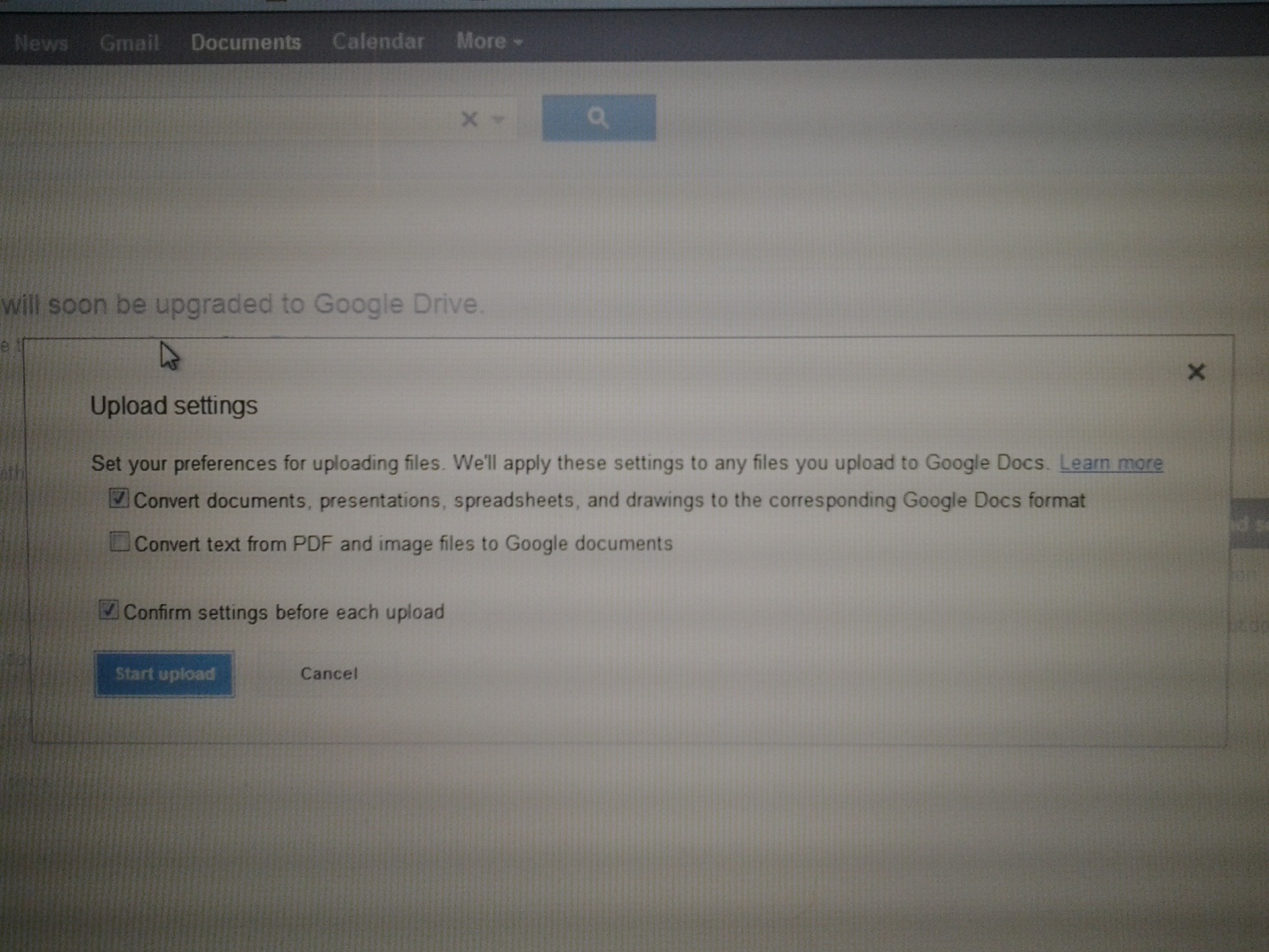


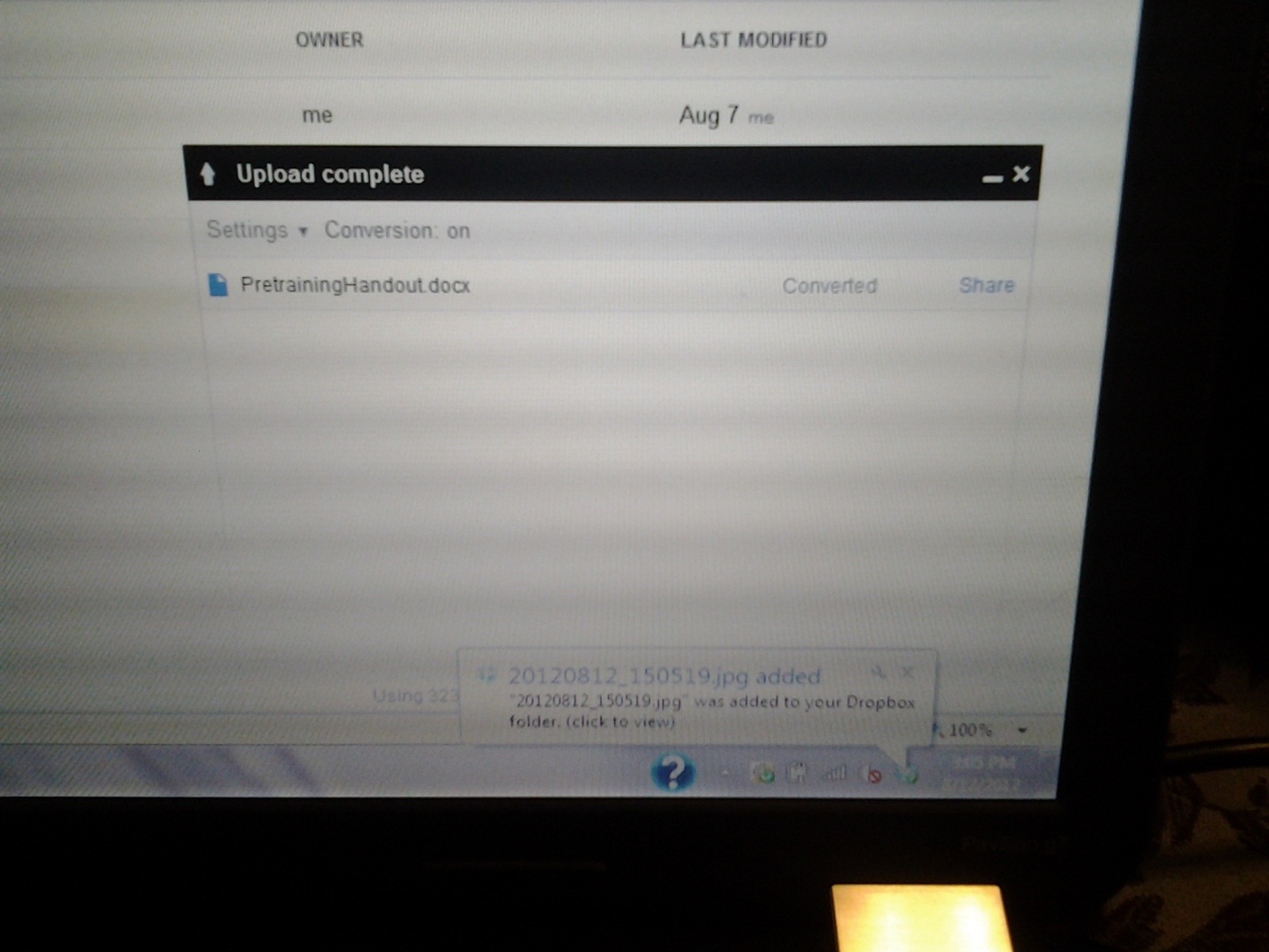
1. You will select files.



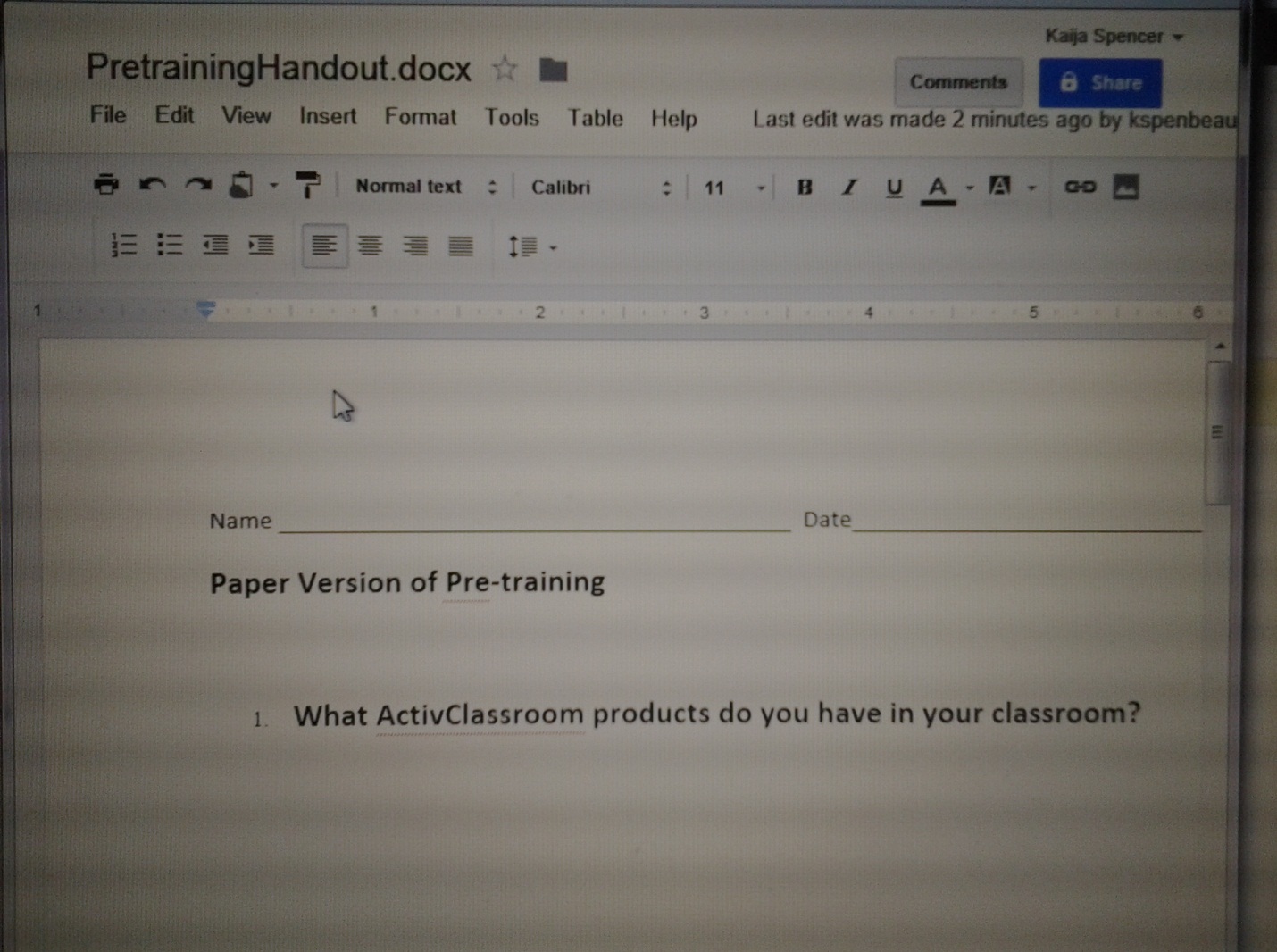
1. Select the document you would like to save to Google Docs.



1. There will be a pop-up that will appear. Make sure the pop-up has the following selection checked. 
2. There will be a box at the bottom right of the screen that will inform you when the document has completed uploading.



1. Once the document is uploaded. You may select how you share this document with others. Select the blue share button at the top of the screen.



1. You may select to share this document by sharing the link with others, or by placing them on the list at the bottom of the share screen. **You will need to have the Google account of those you are selecting or their email address.**

